


100 Career and 101 Career-Conditional Appointment

STEP	ACTION
1	COMPLETE ALL TABS OF RPA <u>BEFORE</u> GOING TO EXTRA INFORMATION AREA - the information input on these pages will then populate the 'system generated' fields.
2	Click on the <Save> icon to save any changes made to the RPA.
3	Click on the <EXTRA INFORMATION> button and complete the DDFs listed below. Click <OK> and <Save> after completing each window.
4	After completing Step 3 above, close the <Extra Information> window to return to the RPA.
5	Click on the <Save> icon to route the RPA or to Update HR.

DDFs:

US FED AGENCY DATA WINDOW	
 These datafields are for NPA print purposes only.	
FLEXFIELD	COMMENTS
Agency Use (Block 25)	Leave blank
Agency Use (Block 40)	Leave blank
Agency Use (Block 41)	Autopopulates from position
Agency Use (Block 42)	Autopopulates from position
Agency Use (Block 43)	Autopopulates from position
Agency Use (Block 44)	Payroll Office autopopulates from position. Loc ID autopopulates from applicant record if entered prior to the appointment process and will print on the appointment NPA. If not, the value may be entered via Extra Information > Navy-unique Appointment Information. The number will print on all subsequent NPAs.

US FED PAYROLL TYPE WINDOW	
FLEXFIELD	COMMENTS
Payroll Type	Autopopulates to "Biweekly"

US FED PERFORMANCE APPRAISAL WINDOW
Data for performance appraisal, where necessary, should not be entered through the appointment action.

BENEFITS APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Date FEHB Eligibility Expires	Autopopulates when applicable. The expiration date is derived using the effective date of the appointment + 60 days.
Health Plan	Autopopulates "ZZ". Select another code if applicable.
Health Enrollment	Autopopulates "X" Pending. Select another code if applicable.
Date FEHB Dependent Cert Expire	Complete if appropriate
FERS Eligibility Expires	Complete if appropriate
FERS Coverage Reason	Complete as appropriate for employees covered under FERS
TSP SCD	Used for vesting purposes and is required only for employees covered by FERS.
TSP Amount	Complete if appropriate
TSP Rate	Complete if appropriate
TSP Status	Enter appropriate code.
TSP Status Date	Reflects the date that current "TSP Status" became effective.
TSP Agency Contribution Eligibility Date	This is the date that the agency begins matching a FERS employee's TSP contribution and also begins paying the automatic 1% government contribution to the employee's TSP account.
FEGLI Eligibility Expiration	Complete only if the employee is eligible and has not elected FEGLI coverage. If applicable, the date should be 31 days from the appointment effective date.
NAF Retirement Indicator	Autopopulates "0", Not Applicable. Select another code if applicable.
TSP Employee Contribution Eligibility Date	This reflects the date the employee becomes eligible to make their own contributions to the TSP. In most cases this will be the date of appointment.

GLOBAL APPOINTMENT INFO WINDOW	
FLEXFIELD	COMMENTS
Employee Type	Required entry. Enter appropriate code.
SCD Civilian	Autopopulates based on SCD for leave as entered on the RPA. Review for accuracy.
SCD RIF	Autopopulates based on SCD for leave as entered on the RPA. Review for accuracy.
Country World Citizenship	Required entry. Enter appropriate code.
Date Journeymen Elig (Navy)	Required entry if the employee hired under STOP/Apprentice program
Drawdown Action ID	Enter appropriate code. Enter "0" if not applicable.
Special Program Indicator	Enter appropriate code. Enter "00" if not applicable.

MILITARY AFFILIATION APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Reserve Category	Autopopulates to "Y", Not Applicable. Select another code if applicable.
Date Retired Uniform Service	Complete if Retired Military
Uniform Service Component	Complete if Retired Military
Military Recall Status	Autopopulates to "Y", Not Applicable. Select another code if applicable.
Exception Retirement Pay Ind	Complete if Retired Military
Uniform Service Designation	Complete if Retired Military
Retirement Grade	Complete if Retired Military
Military Retirement Waiver Ind	Complete if Retired Military
Retired Military Code (Army)	Complete for AR-owned records if the employee is retired military


NAVY UNIQUE APPOINTMENT INFO WINDOW	
FLEXFIELD	COMMENTS
Employee ID Number	Enter employee ID/badge number, if applicable.
JACS Indicator	Autopopulates to "A"
NRL Maint Pay Expire Date	For NRL Demo (4), use only if applicable
NRL Maintained Pay Flag	For NRL Demo (4), use only if applicable

OPTIONAL APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Key Emer Essential Employee	Autopopulates to "0". Not assigned to key position.
Date Assigned Current Agency	Enter date employee entered on duty with the Department of Navy with no break in service.
Date Conversion Career Begins	Enter if applicable. Leave blank if completed career tenure.
Date Conversion Career Due	Autopopulates based on date entered for "Date Conversion Career Begins". Leave blank if completed career tenure.
Date Prob/Trial Period Begins	Enter if applicable. Leave blank if completed prob/trial period.
Date Prob/Trial Period Ends	Auto populates based on date entered in "Date Prob/Trial Period Begins". Leave blank if completed prob/trial period.
Spvr/Mgr Prob Completion	Enter if supervisory position

Date Spvr/Mgr Prob Ends	Enter if applicable
Family Member Employment Pref	Reflects the appointment of a military spouse or family member.
Consent ID	Autopopulates to "N", No
Vet Pref For RIF Value	Required entry. Enter appropriate code.

PAY APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Premium Pay Ind	Enter if applicable, otherwise leave blank.
Weekly Hours	Autopopulates based on position information
Date Last Equivalent Increase	Autopopulates based on the effective date of the appointment action. Review for accuracy.
Complete any other entries that may apply.	

SECURITY APPOINTMENT INFO WINDOW	
FLEXFIELD	COMMENTS
Citizenship Basis (Navy)	Required entry. Enter appropriate code.

DEMO PROJECT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Demo Location Code	Autopopulates from position where applicable. For NV-owned Demo Location Codes 1, 2, 3, or 4. Demo Location Code "Q" represents coverage by the DOD Acquisition Demo.
Demo Pay Plan	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo (), or AF Lab Demo (). Leave blank for all others.
Demo Broadband	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo (), or AF Lab Demo (). Leave blank for all others.
FROM Demo Location Code	N/A for 1## appointment actions.
FROM Demo Pay Plan	N/A for 1## appointment actions
FROM Demo Broadband	N/A for 1## appointment actions.
 For China Lake Demonstration Project employees (Demo Location Code "1"). Immediately after processing the appointment action, an entry must be input to the Demo Performance rating. Failure to do so will result in the employee being incorrectly paid when the Demo Payout is accomplished. The path to the appraisal input area is: People > Enter and Maintain > Special Info > Appr - China Lake Demo. Refer to the section on Performance Appraisals in this Handbook for more detailed information.	

US FED APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Appointment Type	Required entry. Enter appropriate code.
Creditable Military Service	Enter the number of years and months. If no creditable military service, enter 0000.
Date Arrived Personnel Office	Autopopulates based on effective date of the appointment.
Date Last Equivalent Increase	Autopopulates based on effective date of the appointment.
Date WGI Due	Autopopulates based on date entered in "Date Last Equivalent Increase."
FERS Coverage	Required entry. Enter appropriate code.
Frozen Service	Enter the number of years and months. If no frozen service, enter 0000.
Handicap Code	Required entry. Enter appropriate code. If no documentation has been provided, correct the entry to "01".
Part-Time Indicator	Enter appropriate code for employees assigned part time positions.
Position Working Title	Leave Blank
Previous Retirement Coverage	Enter the appropriate code
Qualification Standards Waiver	Complete if applicable
Race or National Origin	Required entry. Enter appropriate code.
Type of Employment	Required entry. Enter appropriate code.

Acquisition Information Window
Complete all data items that may apply if the position is under the Acquisition Program.

Education Information for 1/5/7/9 Window	
FLEXFIELD	COMMENTS
Education Level	Autopopulates from page 3 of the RPA. If the education level is 06, 10, 13, or higher, complete all other data elements.

OVERSEAS APPOINTMENT INFO WINDOW
Complete all data elements for overseas appointments.